



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

WILLIAM P. WOOD, California Corporations Commissioner

SUNNE WRIGHT MCPHEAK, Agency Secretary

Release Date: March 22, 2005

CLASSIFICATION: **OFFICE ASSISTANT (Typing)**
1 Position - Permanent/Full Time – San Francisco

FINAL FILING DATE: **March 30, 2005**

SALARY: \$2003 - \$2641

POSITION LOCATION: Securities Regulation Division - San Francisco

DUTIES AND RESPONSIBILITIES – Under the direct supervision of the Corporations Examiner IV (Supervisor), the incumbent performs clerical functions for the examination staff. Duties include the review and process of broker dealer and investment advisor amendments; prepare various orders; communicate to the licensees both orally and in writing deficiencies noted in their amendments and filings; use exam logs and other databases to prepare assignments for the examination staff; input data for the monthly statistical report; provide general information to the public regarding registration and disciplinary information; and filing of various documents.

DESIRABLE QUALIFICATIONS

- ◆ Good attendance record.
- ◆ Ability to work independently with minimal supervision.
- ◆ Must provide courteous and reliable service.
- ◆ Ability to communicate well both orally and in writing.
- ◆ Good organizational skills; ability to adjust to shifting priorities and meet deadlines.
- ◆ Familiarity with PC (Excel, Word, etc.).
- ◆ Ability to establish and maintain effective working relationships.

WHO MAY APPLY –EMPLOYEES WHO ARE CURRENTLY AT THE OFFICE ASSISTANT LEVEL, THOSE WITHIN TRANSFER RANGE, OR INDIVIDUALS WITH LIST ELIGIBILITY WHO ARE REACHABLE IN THE TOP THREE RANKS, AND EMPLOYEES WITH SURPLUS OR SROA STATUS IN THIS CLASSIFICATION ARE ENCOURAGED TO APPLY. For further technical information regarding the position, please contact Sandra Ramayla at (415) 972-8580 or CALNET 8-539-8580. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA #SRD-OASF** under the job title).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Human Resources Office
Attention: Kiley Hanchen (#SRD-OASF)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 327-8914 or CALNET 8-467-8914

RPA #SRD-OASF dn

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.